

Structured Panel Interview

Information Guide

The U.S. Secret Service administers two separate and distinct interviews as a step in its entry-level hiring process for Uniformed Division Officer and Special Agent applicants. The Special Agent and Uniformed Division Officer Structured Panel Interviews will require applicants to answer questions that are designed to evaluate knowledge, skills, and abilities required upon entry into the positions. The interviews occur as the final competency-based assessments in the first phase of the hiring process. Upon successful completion of the interview, applicants will receive a conditional offer of employment.

What You Should Expect.....

- ◆ Your interview will begin at the scheduled time. Late arrivals and no shows may be disqualified from further consideration in the hiring process.
- ◆ You must present photo identification when you arrive for your interview. Your photo identification must be issued by a state or a federal agency (i.e., Driver's license, U.S. Passport, U.S. Military ID card, or state-issued ID card).
- ◆ You will not be permitted to leave the interview room once the interview has begun.
- ◆ You may request to come back to a question later in the interview if you are unable to think of a response at the time the question is initially asked.
- ◆ Be specific when answering questions. For questions that ask about your past experiences, describe the situation, your specific actions or behaviors, and the resulting outcome. For questions that ask you about hypothetical situations, describe the actions you would take and provide an explanation for those actions.
- ◆ At the conclusion of the interview, you will be required to sign a non-disclosure agreement stating that you will not discuss the content of the interview with others.
- ◆ The results of your interview will not be provided at the conclusion of the interview. You will be notified by the U.S. Secret Service's Human Capital Division of your interview status in approximately 10 to 15 business days after the interview.